

TELEGRAPHIC MESSAGE

NAME OF AGENCY Federal Aviation Administration Air Traffic Planning and Procedures Washington, D.C.	PRECEDENCE ACTION: ROUTINE INFO:	SECURITY CLASSIFICATION Unclassified
ACCOUNTING CLASSIFICATION	DATE PREPARED August 28, 2006	FILE
FOR INFORMATION	CALL	
NAME Gina Vivic	PHONE NUMBER (202)385-4728	TYPE OF MESSAGE X SINGLE _ BOOK _ MULTI ADDRESS
THIS SPACE FOR USE OF COMMUNICATION UNIT		

MESSAGE TO BE TRANSMITTED (Use double spacing and all capital letters)

To: KRWA NOUS2 _ _ _ _ _

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GG ALRGNS 1/500 ALATFO ACT/1 AMA/500

NOTICE N7210.637

EFFECTIVE: SEPTEMBER 3, 2006

CANCELLATION: MARCH 15, 2007

**SUBJECT: CHANGE TO FAA ORDER 7210.3U, FACILITY
OPERATION AND ADMINISTRATION, PARAGRAPH 2-2-6, SIGN
ON/OFF PROCEDURES TO READ:**

2-2-6. SIGN IN/OUT AND ON/OFF PROCEDURES

**CRU-X/ART IS THE OFFICIAL TIME AND ATTENDANCE SYSTEM FOR BOTH
SIGNING IN/OUT FOR A SHIFT AND ON AND OFF POSITIONS, NOT PAPER
LOGS NOR COMMON ARTS/HOST/NTML/M1FC OR OTHER AGENCY OR LOCAL
PROGRAMS. FACILITIES MAY USE COMMON ARTS/HOST/NTML/M1FC TO
SIGN ON POSITIONS FOR POSITION PREFERENCE SETTINGS; HOWEVER,
THESE SYSTEMS/PROGRAMS SHALL NOT BE USED FOR OFFICIAL TIME AND
ATTENDANCE NOR POSITION TIMES. DUPLICATE PAPER LOGS FOR SIGN**

IN/OUT OF THE SHIFT AND ON AND OFF POSITIONS SHALL NOT BE UTILIZED DURING NORMAL DAILY OPERATIONS.

A. FAA SUPERVISORY TRAFFIC MANAGEMENT COORDINATORS (STMC)/OPERATIONS SUPERVISORS (OS)/CONTROLLERS-IN-CHARGE (CIC) OF THE WATCH ARE RESPONSIBLE FOR ENSURING THE ACCURACY OF THE PERSONNEL LOG FOR TIME AND ATTENDANCE (T&A) RECORDING. T&A INFORMATION SHALL BE ENTERED INTO AND MAINTAINED WITHIN THE ATO RESOURCE TOOL (ART) SYSTEM. THE FOLLOWING IS APPLICABLE TO ALL FAA AIR TRAFFIC FACILITIES, BUT DOES NOT APPLY TO FAA CONTRACT FACILITIES:

1. THE FACILITY AIR TRAFFIC MANAGER SHALL ENSURE THAT PROCEDURES ARE IN PLACE SO THAT OPERATIONAL SCHEDULES ARE ENTERED CORRECTLY INTO ART.

2. EMPLOYEES SHALL USE ART TO SIGN IN AND OUT OF THEIR SHIFTS.

(A.) SIGN IN FOR A SHIFT SHALL BE ACCOMPLISHED NO LATER THAN THE SHIFT ASSIGNED TIME UNLESS THE OS/STMC/CIC AND/OR OMIC HAS APPROVED LEAVE AT THE START OF THE ASSIGNED SHIFT. SIGN IN, USING THE ASSIGNED SHIFT START TIME, MAY OCCUR UP TO 15 MINUTES BEFORE AN EMPLOYEE'S ASSIGNED SHIFT. EARNING OF, AND SIGNING IN FOR, TIME OUTSIDE SHIFT TIME AT THE BEGINNING OF AN ASSIGNED SHIFT MUST RECEIVE APPROVAL BY THE OS/STMC/CIC OR OMIC PRIOR TO EARNING OR RECORDING IT INTO CRU-X/ART.

NOTE-

SHIFT/CORE HOUR CHANGES MUST BE IN ACCORDANCE WITH LOCAL AND

NATIONAL POLICY. EARNING TIME OUTSIDE SHIFT (OVERTIME, CREDIT HOURS, ETC.) MUST BE APPROVED BY THE OS/STMC/CIC OR OMIC PRIOR TO ENTERING INTO CRU-X/ART OR WORKING IT.

(B) IN SITUATIONS WHERE IT IS KNOWN IN ADVANCE THAT EMPLOYEES WILL NOT REPORT TO THE FACILITY, SUCH AS WHEN ATTENDING AN ALL DAY MEETING OUTSIDE THE FACILITY, FACILITIES SHOULD ENTER THE EMPLOYEE'S SHIFT IN THE SCHEDULE AS AN OTHER DUTY CODE.

(C) SIGN OUT SHALL BE ACCOMPLISHED AT THE END OF AN EMPLOYEE'S ASSIGNED SHIFT. SIGN OUT USING THE ASSIGNED SHIFT END TIME MAY BE ACCOMPLISHED NO EARLIER THAN 15 MINUTES PRIOR TO THE END OF THE SHIFT, OR NO LATER THAN 15 MINUTES AFTER THE END OF THE ASSIGNED SHIFT. ANY TIME OUTSIDE SHIFT AT THE END OF AN ASSIGNED SHIFT, OR LEAVE, MUST FIRST RECEIVE OS/STMC/CIC OR OMIC APPROVAL PRIOR TO EARNING/USING AND RECORDING SUCH TIME IN CRU-X/ART.

3. THE SUPERVISOR/CIC POSITION RELIEF BRIEFING CHECK LIST SHALL INCLUDE:

- (A) T&A STATUS,**
- (B) OTHER DUTIES,**
- (C) TIME OUTSIDE SHIFT (TOS) REQUESTS/APPROVALS, AND**
- (D) LEAVE REQUESTS/APPROVALS.**

NOTE-

UPON SIGNING ON POSITION, THE OS/STMC/CIC ASSUMES FULL RESPONSIBILITY OF ALL CHECK LIST ITEMS INCLUDING THOSE IDENTIFIED ABOVE.

4. IT IS THE EMPLOYEE'S RESPONSIBILITY TO NOTIFY THE OPERATIONS

MANAGER OR OS/STMC/CIC IN CHARGE OF THE WATCH OF ANY CHANGES TO “OTHER DUTY” SHIFTS. *FOR EXAMPLE, AN EMPLOYEE IS OUTSIDE OF THE FACILITY ON ANOTHER DUTY AND REQUESTS A DAY OF SICK LEAVE.*

5. IN THE EVENT OF ELECTRONIC SYSTEM FAILURE, SCHEDULED SYSTEM OUTAGE, OR FACILITY EVACUATION, THE PAPER FAA FORM 7230-10, “POSITION LOG,” SHALL BE USED TO INDICATE POSITION RESPONSIBILITY. WHEN THE ART SYSTEM HAS BEEN RESTORED OR THE FACILITY REOCCUPIED, THE FACILITY SHALL ENSURE THAT ALL DATA COLLECTED WITH PAPER FAA FORM 7230-10’S IS ENTERED INTO ART. IN INSTANCES WHERE THE DATA CANNOT BE ENTERED INTO ART, THE PAPER FAA FORM 7230-10’S SHALL BE RETAINED IN ACCORDANCE WITH DOCUMENT RETENTION GUIDANCE.

B. THE CRU-X/ART ELECTRONIC LOGS SHALL BE USED TO INDICATE RESPONSIBILITY AT ALL OPERATIONAL POSITIONS AND FOR SUPERVISORY TRAFFIC MANAGEMENT COORDINATOR-IN-CHARGE (STMCIC), OPERATIONS SUPERVISOR-IN-CHARGE (OSIC), TRAFFIC MANAGEMENT COORDINATOR-IN-CHARGE (TMCIC), AND CIC FUNCTIONS. IT IS THE RESPONSIBILITY OF THE RELIEVED CONTROLLER TO ENTER THE CORRECT CHANGE OF POSITION RESPONSIBILITY TIME IN CRU-X/ART. IN SITUATIONS WHERE THERE IS NO RELIEVED CONTROLLER, SUCH AS WHEN OPENING A POSITION, THE PERSON OPENING THE POSITION IS RESPONSIBLE FOR ENTERING THE CORRECT POSITION TIME OR NOTIFYING THE SUPERVISOR/STMC/CIC OF THE POSITION OPENING TIME. THE SUPERVISOR/STMC/CIC SHALL THEN ENTER THAT TIME INTO CRU-X/ART.

THIS DIRECTIVE IS AVAILABLE ON THE INTERNET AT [HTTP://WWW.FAA.GOV/ATPUBS](http://www.faa.gov/atpubs). PROCEDURES CONTAINED IN THIS NOTICE WILL BE INCORPORATED INTO FAA ORDER 7210.3, CHANGE 2, EFFECTIVE MARCH 15, 2007.

M. CIRILLO, AJR-0

				SECURITY CLASSIFICATION
		PAGE NO. 5	NO. OF PGS 5	Unclassified